



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Robert Leete

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 7, 2015
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon
Pledge of Allegiance – Led by President Simon
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. BOARD OFFICERS APPOINTMENT & DISTRICT REPRESENTATIVE COMMITTEE POSITIONS

1. Nominate & Appoint District Board Positions for the 2015 Year

Nominations opened for Board President

Director Graves – Nominated Chris Steele for President

Director Pease - Nominated himself – Bill Pease for President

There was a discussion regarding changes to the Board Officers nominations. The Board decided to have any changes to the procedure for Board Officers Appointment moved to the Annual Board Workshop dated January 31, 2015

Nominations Closed

Vote - Motion Carried – For Chris Steele Board President: AYES: 3 - President Simon, Vice-President Steele, Director Graves, NOES: 2 - Director Leete, Director Pease

Nominations opened for Board Vice- President

President Simon – Nominated Bill Pease for Vice-President

Vote Motion Carried – For Bill Pease Vice-President – AYES: 5, NOES: 0

Nominations opened for Board President Pro-Tempore

Director Pease – Nominated Robert Leete for President Pro-Tempore

Vice-President Steele – Nominated Kevin Graves for President Pro-Tempore

Vote – Motion Carried – For Robert Leete Board President Pro-Tempore – AYES: 3 – President Simon, Director Leete, Director Pease, NOES: 2 – Vice-President Steele, Director Graves

General Manager Howard – Thanked Mark Simon for his term as Board President on behalf of General Manager Howard and Staff.

Board of Directors – Thanked Mark Simon for his term as Board President

Appointment of Board Members to District Representative Committee Positions

Committee Name

Contra Costa County Aviation Advisory Committee
Contra Costa County Code Enforcement
Contra Costa Special Districts Association
East Contra Costa County Fire Protection District Liaison
East County Water Management Agency

Director Appointed

Kevin Graves
Robert Leete
Bill Pease
Kevin Graves
Board President

Alternate

Chris Steele
Mark Simon
Kevin Graves
Mark Simon
Board Vice-President

LAFCO/Liaison
Police Services (P6 Committee)
School District Representative Liaison
Regional Transportation Agencies

Chris Steele
Robert Leete
Chris Steele
Bill Pease

Bill Pease
Bill Pease
Kevin Graves
Kevin Graves

Board Subcommittee Appointments

Committee Name

Budget Subcommittee	Mark Simon	Bill Pease
Communications Subcommittee	Kevin Graves	Chris Steele
Community Center Subcommittee	Chris Steele	Kevin Graves
Investment Oversight Subcommittee	Robert Leete	Mark Simon
Landscaping Subcommittee	Mark Simon	Robert Leete
Park and Recreation Subcommittee	Chris Steele	Kevin Graves
Public Financing Authority Subcommittee	Kevin Graves	Mark Simon
Water and Wastewater Subcommittee	Chris Steele	Kevin Graves

There was discussion between the General Manager and the Board. There was a consensus within the Board of Directors regarding the District Representative Listing.

Motion by: President Steele to approve the Board Members to District Representative Committee Positions

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of December. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report – No Report

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Alicia Nuchols Scheduler/Office Operations – Provided an update of several projects surrounding Discovery Bay. There was discussion between the Board and the Scheduler/Office Operations.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

Director Graves – Stated that there continues to be a sign problem. There was a discussion between the General Manager and the Board.

4. Special Districts Report** – No Report

***These meetings are held Quarterly*

F. PRESENTATIONS

None

G. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated December 17, 2014

2. Approval of DRAFT minutes of Public Financing Authority meeting dated December 17, 2014

3. Approve Register of District Invoices

4. Annual "State of the Town" Chamber of Commerce Event for 2015

Vice-President Pease – Remove item G-3 for discussion

Director Graves – Remove item G-4 for discussion

Motion by: Vice-President Pease to approve the Consent Calendar excluding items G-3 and G-4.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

Vice-President Pease – Stated his questions regarding item G-3. There was discussion between the General Manager and the Board.

Motion by: Vice-President Pease to approve item G-3 of the Consent Calendar

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

Director Graves – Stated his questions regarding item G-4. There was discussion between the General Manager and the Board.

Motion by: Director Graves to approve item G-4 as a Town Event and that the cost of the event will be covered by the District but not the Stipend.

Second by: Director Leete

Vote: Motion Carried – AYES: 5, NOES: 0

H. BUSINESS AND ACTION ITEMS

1. SCADA System Upgrade Award of Bid to Cascade Integration and Development Inc. in the amount of \$255,146.80

General Manager Howard – Provided the details of item H-1.

District Engineer Harris – Provided additional details of item H-1. There was discussion between the General Manager, the District Engineer, and the Board.

Motion by: Director Graves to award the bid to the lowest responsive and responsible bidder, Cascade Integration and Development Inc., in the amount of \$255,146.80 plus applicable taxes; authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and authorize the General Manager to execute all contract documents

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

2. Wastewater Master Plan Nitrite and Nitrate Update - Award of Bid to Stantec Inc. in the amount of \$13,000.00

General Manager Howard – Provided the details of item H-2.

District Engineer Harris – Provided additional details of item H-2. There was discussion between the General Manager, the District Engineer, and the Board.

Motion by: Director Graves to award a contract to Stantec Inc., in the amount of \$13,000;00; authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and authorize the General Manager to execute all contract documents.

Second by: Vice-President Pease

Vote: Motion Carried – AYES: 5, NOES: 0

3. Purchase of 2015 Ford F-150 Work Truck

General Manager Howard – Provided the details of item H-3.

Parks and Recreation Manager Perez – Provided additional details of item H-3. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board.

Motion by: Vice-President Pease to approve the purchase of one 2015 Ford 150 pickup truck and accessories; approve a modification to the Zone 8 Lighting and Landscape Operating and Capital Budget of \$29,000.00; and authorize the General Manager to execute all purchase documents between the Town of Discovery Bay CSD and Bill Brandt Ford in the amount of \$24,709.57, including tax and fees.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

4. Agency Comment Request – Condition of Approval of Development Plan Application – DP14-3045 – Change Front Yard Setbacks to Subdivision’s 8992, 8993, and 9067

General Manager Howard – Provided the details of item H-4. There was discussion between the General Manager, the representative from Kiper Homes, and the Board.

Motion by: Director Graves to send a letter to the County regarding no negative comment on the Agency Comment Request DP14-3045.

Second by: Vice-President Pease

Vote: Motion Carried – AYES: 5, NOES: 0

I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

J. PRESIDENT REPORT AND DIRECTORS’ COMMENTS

Director Graves – Stated that East Contra Cost County Chief Henderson provided the update

President Steele – Stated his concerns regarding the weeds in our Delta waters.

K. MANAGER’S REPORT – Discussion and Possible Action

L. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Wanted to thank the Board and Staff for their patience with his absence from surgery. Also, confirming the date for the Special meeting; Wednesday, January 14, 2015 beginning at 6:00 p.m.

M. DISTRICT LEGAL COUNSEL REPORT

None

N. COMMITTEE UPDATES – Discussion and Possible Action

O. CORRESPONDENCE – Discussion and Possible Action

1. Contra Costa Special District Quarterly meeting minutes dated October 20, 2014

P. PUBLIC RECORD REQUESTS RECEIVED

None

Q. FUTURE AGENDA ITEMS

None

R. ADJOURNMENT

The meeting adjourned at 8:24 p.m. to the next regular meeting dated January 21, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 01-14-15

<http://www.todb.ca.gov/page/576/>